



## JOB DESCRIPTION

### Executive Director – Part Time/Remote

**Reporting to:** Board of Directors

**Location:** Remote

**Website:** <https://worldhealthdental.org/>

OneOC is proud to partner with World Health Dental Organization (WHDO) in the recruitment of the **Executive Director** position.

#### ORGANIZATION OVERVIEW

The World Health Dental Organization is a nonprofit organization based in the United States working towards its mission to bring high-quality, compassionate, always-free dental care and education to underserved communities around the world.

WHDO founded its flagship location, the Maasai Dental Clinic, on the Maasai Mara in 2009 because the Maasai people of south Kenya live in a particularly underserved area. There are 44 million people in Kenya and fewer than 1,000 dentists. Driven by a passion to do good and give back, WHDO brings licensed dentists and hygienists from all over the world to serve as volunteers in its state-of-the-art facility and to ensure only the highest quality of care.



Each year WHDO builds connections and brings smiles to thousands of people. Nearly 4,000 Maasai men, women, and children receive free dental treatment at the Maasai Dental Clinic. WHDO is also investing in future generations of healthy teeth and gums by collaborating with local educators to develop and implement culture and age-appropriate dental care curricula.

*“It was absolutely my pleasure to be at the clinic for five weeks. I have traveled a lot and it was the best experience ever. It almost feels like home!”*

*~ Dr. Brian Griffith, three-time WHDO Volunteer*



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## THE OPPORTUNITY

Reporting to the Board of Directors, the **Executive Director (ED)** will have overall operational, fundraising, and strategic responsibility for World Health Dental Organization's volunteers, programs, and execution of its mission. S/he will initially develop deep knowledge of core programs, operations, and strategic plan and oversee implementation. This is a part-time, remote position with the opportunity of expansion based on the ED's successful achievement of the strategic goals.



## Responsibilities

### Leadership & Management:

- Travels and collaborates with foreign constituents and cultures, especially the Maasai people, Kenyans, international volunteers, and board members
- Ensures ongoing programmatic excellence, rigorous program evaluation, and consistent quality of finance (including international) and administration, fundraising, communications, and systems; recommends resources needed to achieve the strategic goals
- Monitors WHDO's operations and ensures compliance with regulatory and legal requirements
- Actively engages and energizes WHDO volunteers, board members, event committees, partnering organizations, and funders
- Reports to and supports a strong Board of Directors; attends board meetings disseminating information to enable board to make informed decisions in a timely manner; executes strategic plan developed by board
- Leads, coaches, and develops, and retains WHDO's highly skilled volunteers
- Regularly evaluates program components to measure successes that can be effectively communicated to the board, funders, and other constituents
- Plans and operates annual budget; submits to board a proposed budget and quarterly financial statements which accurately reflect the financial status of WHDO; ensures financial stability and sustainability by maintaining a healthy cash flow and adequate reserves
- Works with Kenyan accountant and manages international financial matters, including the coordination of banking in the US with banking in Kenya



## Fundraising & Communications:

- Expands local and international revenue generating and fundraising activities to support existing program operations
- Deepens and refines all aspects of communications – from web presence to external relations with the goal of creating a stronger brand
- Uses external presence and relationships to garner new opportunities
- Builds partnerships in new markets, establishing relationships with local and international funders and community leaders



## Qualifications

The ED will be thoroughly committed to WHDO's mission. All candidates should have proven leadership, fundraising, and relationship management experience.

Specific requirements include:

- Advanced degree, ideally an MBA, with at least five years of senior management experience; history of effectively leading an international organization preferred



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- Ability to point to specific examples of having operational strategies that have taken an organization to the next stage of growth
- Unwavering commitment to quality programs and data-driven program evaluation
- Excellence in nonprofit management with ability to manage highly skilled volunteers and develop high-performance teams
- Strong financial management skills, including budget preparation, analysis, decision making, reporting, and managing international financial affairs
- Past success working with a Board of Directors with the ability to cultivate board member relationships
- Strong marketing, public relations, and fundraising experience with the ability to engage a wide range of stakeholders and cultures
- Strong written and verbal communication skills; a persuasive and enthusiastic communicator with excellent interpersonal and multidisciplinary project skills
- Action-oriented, entrepreneurial, adaptable, and innovative approach to business
- Culturally sensitive with ability to work effectively in collaboration with diverse groups of people
- Possesses a commitment and passion for WHDO's Mission, Vision, and Values
- Maintains high proficiency in Microsoft Office (i.e., Word, Excel, PowerPoint) and CRM platforms
- Passion, integrity, cheerful outlook, mission-driven, and self-directed

#### CONTACT INFORMATION

Please send resumes to:

[sbrooks@oneoc.org](mailto:sbrooks@oneoc.org)

714-597-8951

Direct all correspondence, emails, and telephone calls to OneOC. Any resumes sent, or telephone calls made to WHDO will be redirected to OneOC.

*World Health Dental Organization is an equal opportunity employer*



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